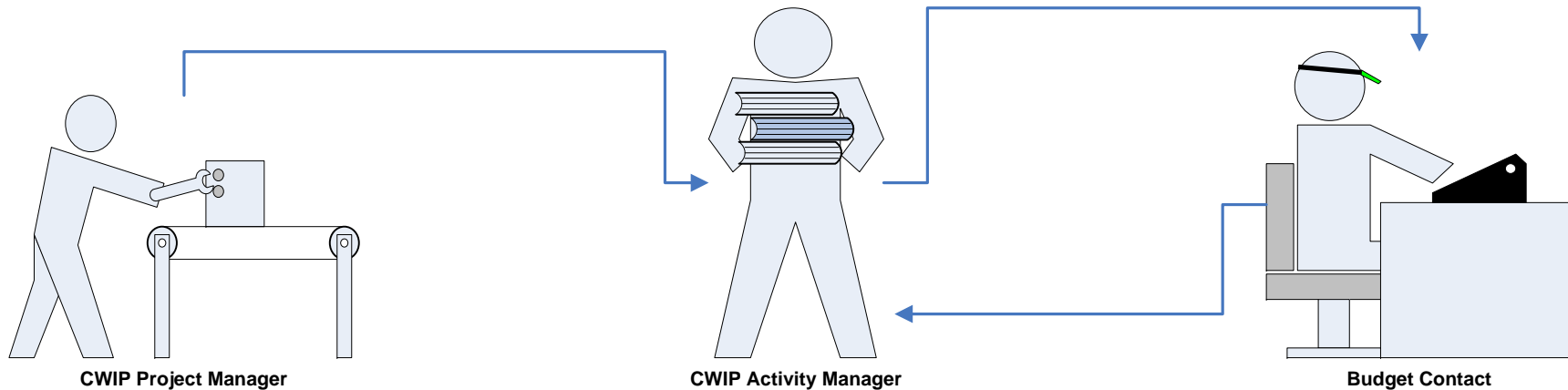


## Budget Approval Process for Obligating Documents



Submit request for funds (procurement request, travel authorization, etc.) to appropriate CWIP Activity Manager for verification of accounting codes. Request must include all documents authorizing the use of funding outside of his/her immediate organization.

Verify funding requests are correct for CWIP vs. non-CWIP & appropriate codes are used; correct if necessary; submit to the appropriate Budget Contact.

Verify funds are available & accounting is appropriate; return to CWIP Activity Manager.

Copy and distribute obligating documents to all appropriate offices; place CWIP documents in CWIP documentation file.